



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date AUGUST 23, 1971	INSTRUCTIONS: - See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DPS-02-71		Date Received SEP 23 1971	Application No. 9 Date Completed OCT 1 1971
3. AGENCY, Division, Subdivision & Administering Office Address DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS DIVISION P.O. Box 1456 ATLANTA, GEORGIA 30301		4. Person to Contact CAPT. A.J. FARR	5. Working Title SUPERVISOR
		6. Tel. No. 627-3531	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates 1937 - PRESENT	9. EXACT SERIES TITLE RADIO LOGS/ Files
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10. What function performed resulted in creation of this series
THE COMMUNICATIONS DIVISION IS RESPONSIBLE FOR ALL RADIO COMMUNICATIONS ON THE VARIOUS RADIO FREQUENCIES ASSIGNED TO THE DEPARTMENT OF PUBLIC SAFETY. AS SUCH, THEY DISPATCH CARS AND MEN AS NEED TO PERFORM THE LAW ENFORCEMENT FUNCTION OF THE DEPARTMENT. THEY ALSO RECEIVE AND DISPATCH MESSAGES FROM AND TO THE GEORGIA STATE PATROL, GEORGIA BUREAU OF INVESTIGATION, DEPARTMENT OF REVENUE AGENTS, SHERIFFS AND LOCAL POLICE, IN ADDITION TO OTHER LAW ENFORCEMENT AGENCIES SHARING THE FREQUENCIES. THEY ALSO RECEIVE TELEPHONE MESSAGES FROM THE GENERAL PUBLIC IN REQUESTS FOR POLICE SERVICES.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

THE RADIO LOG IS A TRANSCRIPT OF RADIO COMMUNICATIONS ACTIVITY, RECEIVED AND DISPATCHED BY A STATION. THE KEEPING OF THIS LOG IS REQUIRED BY FEDERAL COMMUNICATIONS COMMISSION RULES AND REGULATIONS.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4*	6 1/2*		4*	6 1/2*
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				1	0
			By Annual Accumulation	This Year's	Last Year's
					Preceding Year's
			AVERAGE DAILY REFERENCES		All Prior Years
				0	0
					0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? ☒ ☐
- 14. Is there a duplication of this series in another office or agency? ☐ ☒
- 15. Is the information contained in this series ever summarized or published? ☐ ☒
- 16. Does the series contain classified information requiring security handling? ☐ ☒
- 17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
- 18. Could the function be performed if the files were lost or destroyed? ☒ ☐
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
- 20. Does the record series provide data as input to an EDP file? ☐ ☒
- 21. Does the record series contain documentation produced as EDP printout? ☐ ☒
- 22. Is the series affected by Federal or grant funds? ☐ ☒
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW
 - b. ☐ STATUTE OF LIMITATION
 - c. ☐ AUDIT PERIOD
 - d. ☒ FEDERAL LAW
 - e. ☐ ADMINISTRATIVE DECISION
 - f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

FEDERAL COMMUNICATIONS COMMISSION RULES AND REGULATIONS

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER MONTHLY, then:

- A. ☐ Destroy immediately after cut off.
- B. ☒ Hold in current files area 12 month(s)/ year(s), then:
 - 1 ☒ Destroy.
 - 2 ☐ Transfer to records center; hold year(s), then:
 - a ☐ Destroy.
 - b ☐ Transfer historical material to Archives; destroy remainder.
 - 3 ☐ Destroy after audit (or year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

Inventory taken by	Recommendations prepared by	Approved for Division Date	Records Management Officer Date
<i>Sgt. H. W. Murray</i>	<i>Sgt. H. W. Murray</i>	<i>Capt. A. J. Farr</i> 8-20-71	<i>Lewis G. Bell</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Lewis G. Bell</i> Director, Archives & History	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i> Secretary of State	9-30-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ben W. Fortney</i> Governor of Georgia	10-1-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Jimmy Carter</i>	10-1-71

agency file



DEPARTMENT OF
ARCHIVES AND HISTORY
ATLANTA, GEORGIA 30334
DIRECTOR 656-2358
INFORMATION 656-2381
AREA CODE 404

October 1, 1971

SUBJECT: Records Disposition Standards

Lt. Col. L. G. Bell, Records Management Officer

TO: Department of Public Safety, Georgia State Patrol, P. O. Box 1456, Atlanta 30301

1. Enclosed (are) (~~is~~) approved Records Disposition Standards for the following files:

1937 - Present

Radio Log Files

1937 - Present

Station Log Book Files

2. The following actions will be taken to implement the approved standard:

a. Place the disposition standard on the file folder, file drawer, file cabinet or other type of container in accordance with the following example and enclosed labeling procedures:

1971 RADIO LOG FILES. Cut off monthly, hold in CFA 1 Yr., then destroy.

1971 STATION LOG BOOK FILES. Cut off CY, hold in CFA 2 Yrs., transfer to Archives for permanent retention.

b. Transfer files to the records center, archives or dispose of them in accordance with the approved standard.

c. Report surplus files equipment to this office.

3. Questions concerning implementation of the approved standard should be referred to this office (656-2379 or 2380).

John F. Dunn

John F. Dunn
State Records Management Officer
Archives and Records Building
Atlanta, Georgia 30334

Enclosures: 1. AR-50-71, Form for Disposition Standards
2. Labeling Procedures